

## **Network Director of Curriculum and Instruction**

About the Education Achievement Authority: Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

JOB TITLE: Network Director of Curriculum and Instruction

REPORTS TO: Network Leader

### **Summary of Position:**

The Network Director of Curriculum and Instruction is a critical part of an integrated team of support staff that work together closely to serve the district's direct-run schools.

The Network Director of Curriculum and Instruction is held accountable for the success of Network schools in meeting individual school goals by establishing and implementing a common core aligned curriculum and developing and training to a universal set of instructional practices. They will also ensure network schools are scoring well on the school quality reviews and progress reports, and for engendering high levels of principal satisfaction with the services and support they provide to schools.

In order to provide a highly personalized support system, the Director of Curriculum and Instruction works closely with a cohort of schools within the Network and is charged with becoming closely familiar with each school's community and its needs. In doing so they will be expected to work closely with principals, assistant principals, teachers and other key staff in each school as a coach and thought partner on instruction and strategic planning. As part of this work they will be responsible for supporting each school as they prepare for the school quality reviews, engage in action research with inquiry teams, use or develop instructional assessments, support school-specific instructional initiatives, plan for summer school, support the development or enhancement of positive school culture and organizational systems, assist with future planning, and support the principal as needed to achieve other priorities and needs as outlined in his/her goals and objectives. Director of Curriculum and Instruction will work in consultation with the Network Leader to ensure student success at all levels. The scope of work will vary for each school depending on school needs. A plan of support will be developed to organize and focus this work at the start of the school year.

### **Minimum Qualifications:**

- B.A. or B.S. in Education
- 10 years of experience in education administration, with at least 5 years of managerial experience **or** a satisfactory equivalent of education & experience
- Demonstrated experience in supporting student achievement through curriculum selection and implementation, instructional practices, administrative, or programmatic means

Preferred Qualifications:

- M.S. in Education with emphasis on curriculum/instruction
- Experience in training other school professionals to improve achievement
- Experience in data analysis and methodologies for measuring student achievement
- Expertise in one or more of the priority professional development needs described above

Responsibilities and Essential Functions:

The Director of Curriculum and Instruction responsibilities will include, but not be limited to the following:

- Collaboration with members of the Network Team to support schools in all areas.
- Support schools in sourcing services from within the district and from third parties, as appropriate.
- Organization of appropriate professional development and cross-school learning opportunities for schools across the Network as defined by the Network of Principals based upon a needs assessment process.
- Facilitation of school site visits.
- Sharing of best practices amongst Network schools
- Act as liaises, as appropriate, with the Central Office for purposes of fulfilling principal and school needs that cannot be serviced by the network team.
- Identification of complex and systemic needs of schools in the network and arranges for the provision of services to meet school needs.
- Serves as an advisor to other team members on achievement-related questions.
- Logs and reports the work being done with schools on a routine basis.
- Under the direction of the Network Team Leader, advises principals on when to bring in additional resources and/or expertise from the system in support of student achievement initiatives.

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

**Effective Date:**

Method of Application: All interested candidates should submit a current resume via e-mail to:

[eaajobs@eaafmichigan.org](mailto:eaajobs@eaafmichigan.org)

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